

JOB TITLE: Accounts Payable Technician
PAY GRADE: CL 17
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, processes District, Foundation, and Associated Students of Sierra College (ASSC) accounts payable transactions, including payment of invoices to outside vendors and expense reimbursements; and maintains comprehensive and accurate financial records.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prepares and processes payments of invoices for purchases made by the District, Foundation, and the ASSC; monitors and pays monthly service vendors and maintenance agreements; maintains accounting files for monthly payments, rents, and leases; reviews and approves invoice entries by other staff for all invoices up to \$10,000; reviews vendor statements to ensure all invoices are paid and resolves discrepancies; maintains and monitors utilities schedules to ensure all monthly invoices are paid on time and are accurately coded with the District's account coding process.
2. Verifies a variety of accounting transactions, including, but not limited to, three-way document matching prior to payment (invoice, purchase order, and merchandise received/services rendered), receipt of credit memos for returned merchandise or invoicing errors, receipt of refunds and correct account coding, correct sales tax rate is charged on all invoices, accrues sales tax on invoices from out of state vendors when no California sales tax is charged.
3. Tracks receipt of monthly District bank cards statements; follows up on statements not received by due date; enters all charges into spreadsheet and prepares monthly journal entries; notifies cardholders to process budget transfers as necessary to post/complete monthly journal entries; reviews statements for proper receipts, business purpose, and approvals.
4. Reviews employee expense reimbursements for correct District standard mileage usage, applies current Internal Revenue Service (IRS) standard mileage rate, receipts, proof of payment, and account coding.
5. Processes weekly check run using the District's Banner Enterprise Resource Planning (ERP) system, and the Intel check interface for printing of checks; prints check register and payments by vendor reports and transmits reports to the Placer County Treasury; reviews monthly outstanding check list provided by Placer County Treasury.
6. Documents, tracks, researches, and reissues stale dated checks; researches lost checks, processes affidavits from vendors, and reissues checks.
7. Provides general assistance, information, and answers questions regarding accounts payable procedures to District staff and vendors.
8. Notifies appropriate District staff of non-sufficient budget funds and requests budget transfers; ensures timely payments of invoices.

9. Prepares annual Form 1099-MISC and Form 1099-NEC reporting to vendors as required by IRS regulations for the District, Foundation, and ASSC; transmits the electronic files to the IRS.
10. Coordinates with appropriate staff regarding updates to vendor profiles, merchandise returns, change orders, partial payment authorization requests, and cancellation of purchase orders; assists with issues related to damaged goods, returns, and incorrect invoicing; assists with closing Purchase Orders (POs) throughout the year.
11. Prepares journal entries for reclassification of expenses and prepares prepaid expense journal entries for all service invoices/contracts that occur in multiple fiscal years.
12. Maintains files of paid invoices and warrant registers; prepares and reconciles monthly warrant report and submits for inclusion in Board of Trustees meeting agenda.
13. Assists and provides information and documentation to auditors; prepares support schedules.
14. Prepares monthly Employment Development Department (EDD) report of independent contractors paid by the District, Foundation, and ASSC.
15. Participates in a variety of year-end closing procedures; assists with accruing expenses and adjusting accounts payable balance(s).
16. Participates in testing the ERP system's accounts payable module for periodic upgrades and patches, as needed.
17. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
18. Performs related duties that support the overall objective of the position.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic accounting theory, principles, and practices, including accounting controls, accounts payable processes, and audit trails.
- Principles and practices of financial report preparation, automated accounting systems, and relational databases.
- Methods and techniques of financial record keeping.
- Laws, regulations, policies, and procedures regarding accounts payable, current sales tax, use tax, California Tax Board (FTB) and IRS rules and regulations.
- Business math skills to perform algebraic and statistical computations.
- English usage, spelling, grammar, punctuation, and vocabulary.

Ability to:

- Process accounts payable transactions following established guidelines.
- Prepare journal entries.
- Maintain accurate and complete financial records, spreadsheets, and audit trails.
- Perform mathematical computations of average to above average difficulty.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including the District's Banner Enterprise Resource Planning (ERP) system.
- Plan and organize work to meet changing priorities and deadlines.
- Maintain confidentiality of information.
- Follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently or collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Equivalent to the completion of the twelfth grade or General Educational Development (GED) supplemented by specialized training in finance, accounting, or a related field.

Experience

- Two years of increasingly responsible technical accounting experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: July 15, 2025